

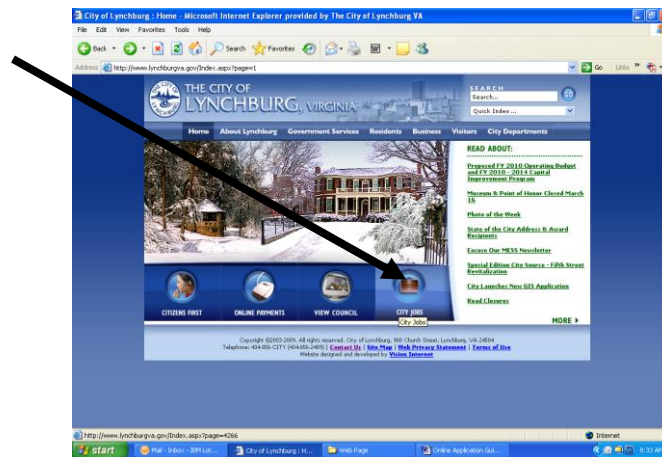
City of Lynchburg Online Employment Application Guide

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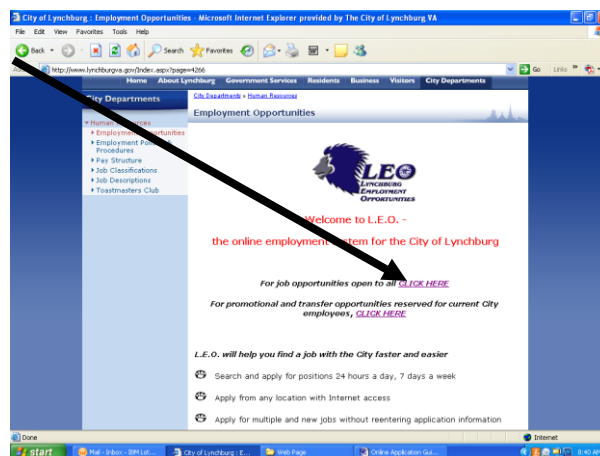
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To Apply for a Specific Job Opening

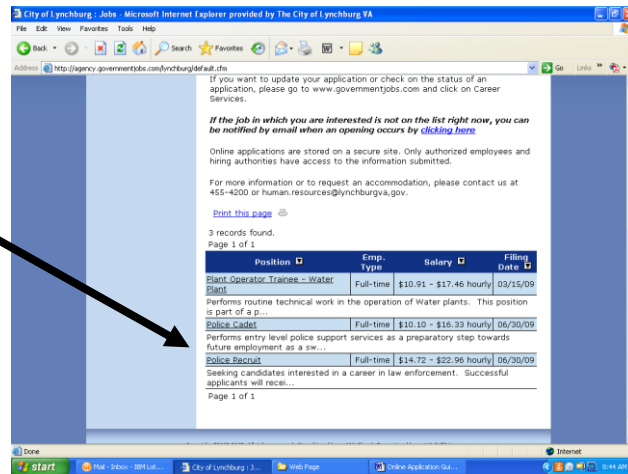
- From www.lynchburgva.gov , click on City Jobs:



- Click on Job Opportunities open to all.



- Scroll down until you see a listing of current job openings, then click on the job title you are interested in.



4. Review detailed information regarding the job: Job Description, Benefits, Supplemental Questions, Salary, etc. Click on the Apply link to move into the application.

Job Title: **Accounts Payable Clerk**
 Closing Date/Time: Continuous
 Salary: \$11.95 - \$19.12 hourly
 \$24,856.00 - \$39,769.60 annually
 Job Type: Full Time
 Location: 1700 Memorial Avenue, Virginia

[Print Job Information](#) | [Apply](#)

Description	Benefits	Supplemental Questions
Provides a variety of technical services in the financial services area by performing the following typical duties. Other duties necessary to deliver services to the citizens may be assigned.		

5. Logging in:

- a** If you already have a **City of Lynchburg LEO** or **governmentjobs.com** account, log in using the applicant username and password that you created previously (option **a** in the figure below). Skip to Step 6 or 7. Note: You will not be able to create another account using the same e-mail address.
- b** Or, if you have never registered with LEO or governmentjobs.com, you will first need to set up an account. To do so, click on 'Not Registered Yet? [Create Your Account Here!](#)' (option **b** in the figure below).

Are you registered?

To apply online for a position, please create an account [HERE](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

a →

Username:
 Password:

b → Not Registered Yet? [Create Your Account Here!](#)
[I Forgot My Password](#)

6. Enter your new account information (you **MUST** remember this information)

- Write your username and password here:

_____/_____
Username Password

- Click on the 'Save' button when you are done.
- A page is displayed with your login information. Click on the 'Login' button
- Enter your username and password and click 'Login'

Request New Job Seeker Account

Enter your account information:

Username

Tip: Choose a Username that you can easily remember. You may use letters and numbers and the underscore "_". Example: john_doe25

Email Address

Create a Password:

Password

Confirm Password

Password Hint

Tip: If you forget your password, you can click on [Lost Password](#) and it will be emailed to you.

7. **If you have never created an application online in our system**, this will be your next step. Click on 'Create Application.'

[Main Menu](#) [Application Status](#) [My Account](#)

In order to apply for a position you need to create an application first. Click on the 'Create Application' button and we'll guide you through the process.

Applications You've Created:

Name	Date Created	Modify
<small>Tip: You do NOT need to recreate a new application every time you're applying for a position.</small>		

- Input a title for your application for your future reference
- Click on the 'Create Application' button and Skip to Step 8.

Or, if you already have an application in our online system, YOU DO NOT NEED TO RECREATE A NEW APPLICATION EVERY TIME YOU APPLY FOR A POSITION.

Apply for new jobs with a previously created application by simply clicking on 'To apply for the position of Account Clerk II click here.' You will be given a chance to update your information and tailor it as needed to the job you are currently applying for.

[Main Menu](#) [Application Status](#) [My Account](#)

To apply for the position of [Account Clerk II](#) click here.

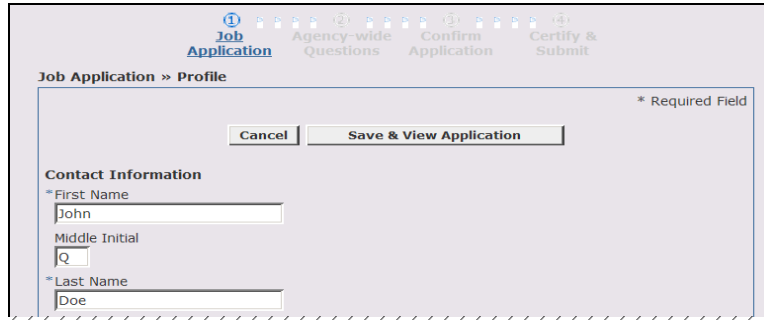
Applications You've Created:

Name	Date Created	Modify
Parks and Recreation	Dec 23, 2005 (In Progress)	Edit Delete
Leadership/Management	Dec 23, 2005	Edit Delete

Tip: You do **NOT** need to recreate a new application every time you're applying for a position.

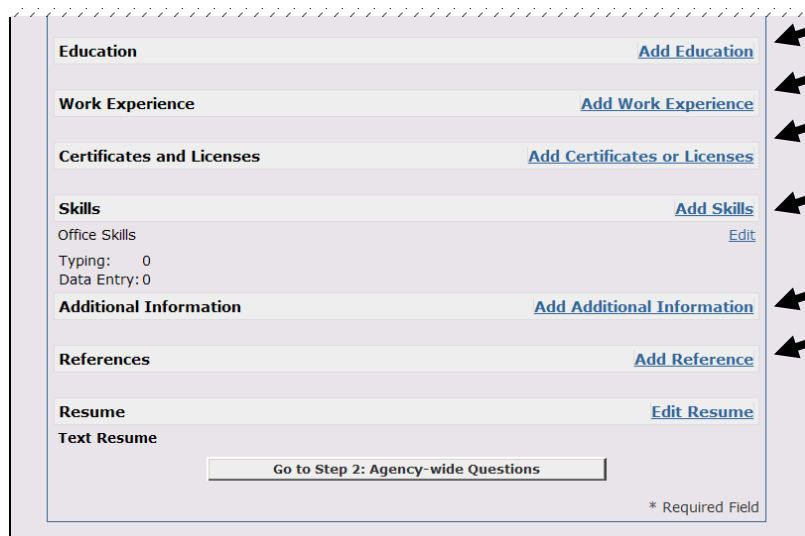
8. Fill in the 'Personal Profile' information if you are creating a new application. If this is a previously created application, review and update. **Note: Required information is**

marked with an asterisk (*) and must be completed. Click 'Save and View' to proceed.



The screenshot shows the 'Job Application » Profile' page. At the top, there are four tabs: 'Job Application' (selected), 'Agency-wide Questions', 'Confirm Application', and 'Certify & Submit'. Below the tabs, there are two buttons: 'Cancel' and 'Save & View Application'. The main section is titled 'Contact Information' and contains three required fields: 'First Name' (with the value 'John'), 'Middle Initial' (with the value 'Q'), and 'Last Name' (with the value 'Doe'). A legend indicates that an asterisk (*) denotes a required field.

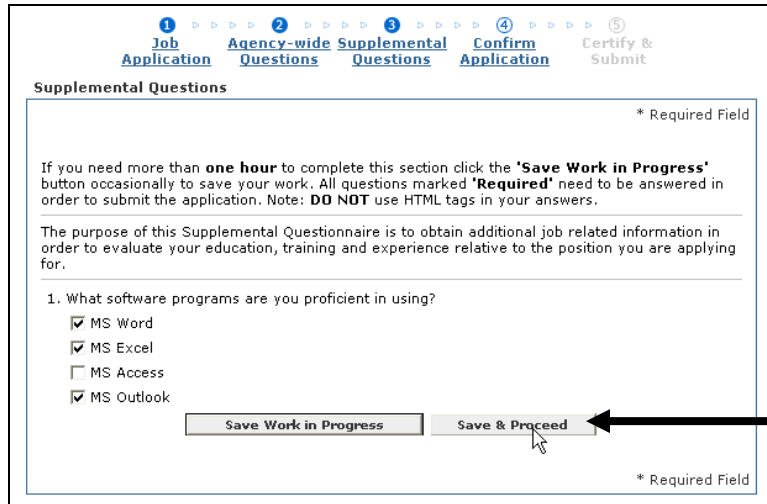
9. Add Education, Work Experience, Certificates, and other information by clicking on the Add links. Click the 'save' button at the bottom of each section. To add additional entries in any of these sections, click on Add again.



The screenshot shows the 'Job Application » Profile' page with several sections and their corresponding 'Add' links. Arrows point to the 'Add' links for each section: 'Add Education', 'Add Work Experience', 'Add Certificates or Licenses', 'Add Skills', 'Add Additional Information', 'Add Reference', and 'Edit Resume'. The sections are: 'Education', 'Work Experience', 'Certificates and Licenses', 'Skills' (with sub-sections 'Office Skills', 'Typing: 0', and 'Data Entry: 0'), 'Additional Information', 'References', and 'Resume' (with sub-section 'Text Resume'). At the bottom, there is a button 'Go to Step 2: Agency-wide Questions' and a legend indicating that an asterisk (*) denotes a required field.

10. If you wish to enter a resume, click 'Edit Resume.' You may cut and paste from a previously completed resume into this section. Or you may start from scratch. Resumes are not required for every position, but in certain cases will reflect positively on your application.
11. Answer the agency-wide supplemental questions (or review your answers if you are using a previously created application). Click on the 'Save & Proceed' button at the bottom of the page.

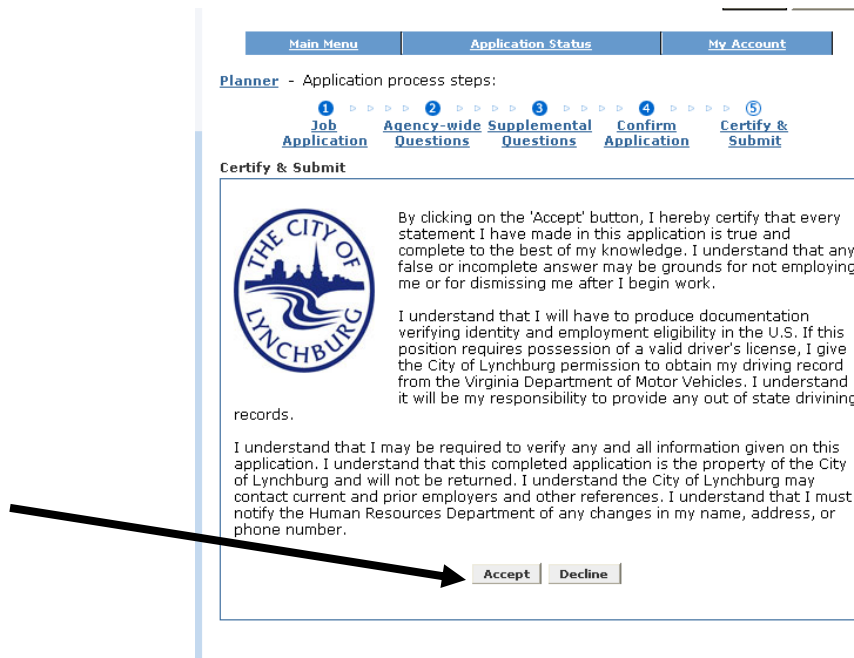
12. Answer the job-specific supplemental questions (if any).



13. Click on the 'Save & Proceed' button at the bottom of the page.

14. Review your application carefully. Incomplete information may disqualify your application. When you are satisfied that your application is complete, scroll to the bottom and click 'Confirm Application.'

15. Click the 'Accept' button on the digital signature screen.



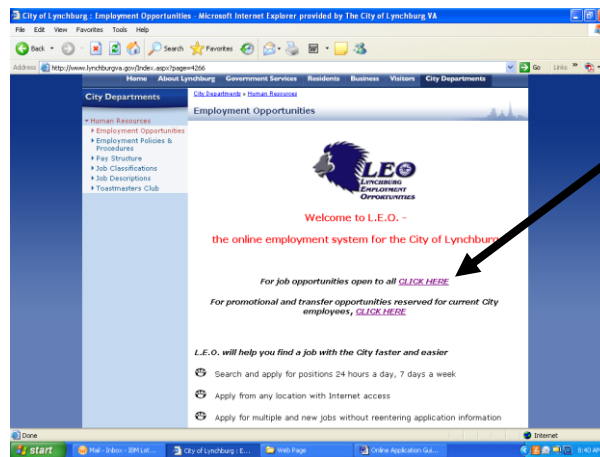
16. Click on the 'Logout' link in the upper-right-hand corner.

Congratulations! You have successfully completed your job application with the City of Lynchburg. We wish you the best in your job search.

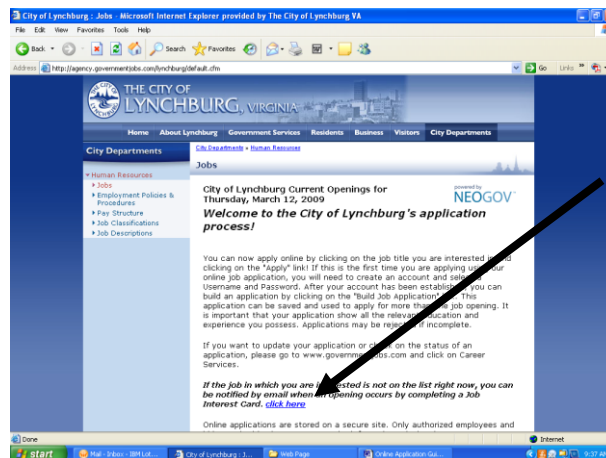
Additional Information

To Complete A Job Interest / Notification Request

1. Log in to: www.lynchburgva.gov and click on City Jobs.
2. Click on Job Opportunities open to all.

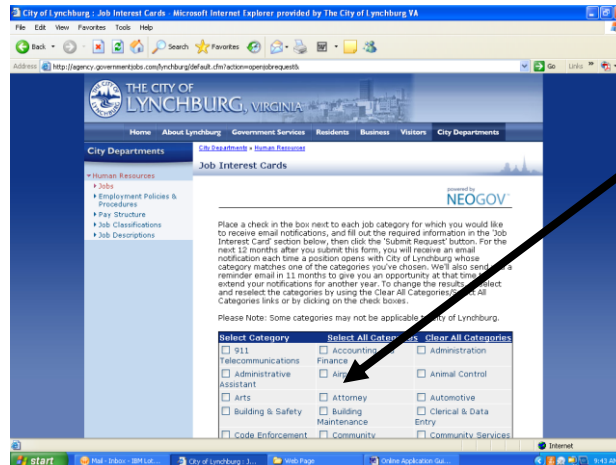


3. Click on the complete a Job Interest Card link.



4. On the Job Interest screen, place a check in the box next to each job category for which you would like to receive email notifications. Scroll down to the bottom and complete the Job Interest Card. Click 'Submit Request.' For the next 12 months after you submit

this form, you will receive an email notification each time a position opens with City of Hampton whose category matches one of the categories you've chosen.



City of Lynchburg - Job Interest Cards

THE CITY OF LYNCHBURG, VIRGINIA

Home About Lynchburg Government Services Residents Business Visitors City Departments

City Departments

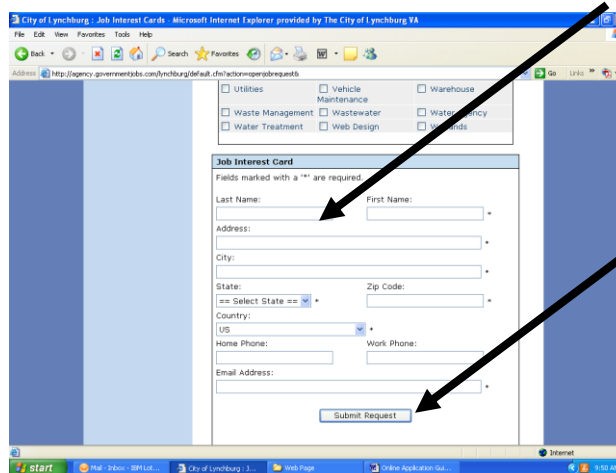
Job Interest Cards

NEOGOV

Place a check in the box next to each job category for which you would like to receive email notifications, and fill out the required information in the Job Interest Card section below, then click the Submit Request button. For the next 12 months after you submit this form, you will receive an email notification each time a position opens with City of Lynchburg whose category matches one of the categories you've chosen. We'll also send you a reminder email in 11 months to give you an opportunity at that time to extend your notifications for another year. To change the results, select and deselect the categories by using the Clear All Categories link and Categories links or by clicking on the check boxes.

Please Note: Some categories may not be applicable to the City of Lynchburg.

Select Category	Select All Categories	Clear All Categories
<input type="checkbox"/> 911	<input type="checkbox"/> Accounting	<input type="checkbox"/> Administration
<input type="checkbox"/> Telecommunications	<input type="checkbox"/> Finance	<input type="checkbox"/> Animal Control
<input type="checkbox"/> Administrative Assistant	<input type="checkbox"/> Attorney	<input type="checkbox"/> Automotive
<input type="checkbox"/> Arts	<input type="checkbox"/> Building & Safety	<input type="checkbox"/> Clerical & Data Entry
<input type="checkbox"/> Code Enforcement	<input type="checkbox"/> Community	<input type="checkbox"/> Community Services



City of Lynchburg - Job Interest Cards

THE CITY OF LYNCHBURG, VIRGINIA

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City Departments

Job Interest Cards

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Please Note: Some categories may not be applicable to the City of Lynchburg.

Select Category	Select All Categories	Clear All Categories
<input type="checkbox"/> Utilities	<input type="checkbox"/> Vehicle Maintenance	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Waste Management	<input type="checkbox"/> Wastewater	<input type="checkbox"/> Water Utility
<input type="checkbox"/> Water Treatment	<input type="checkbox"/> Web Design	<input type="checkbox"/> Other

Job Interest Card

Fields marked with a "*" are required.

Last Name:

First Name:

Address:

City:

State:

Zip Code:

Country:

Home Phone:

Work Phone:

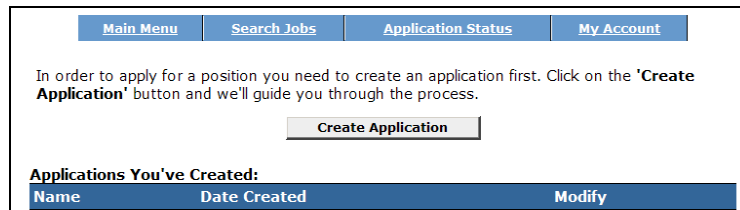
Email Address:

Submit Request

To Check Your Application Status

1. This can be done by logging into: www.governmentjobs.com. Click on the 'Career Seekers' link.
2. Or you may log into the Job Opportunities page at www.lynchburgva.gov/hire, click on any job, and click on Apply. Do not proceed with submitting an application; instead, logout when you are done.

- Once you are logged into either site, click on 'Application status.' You may also update account information through 'My Account.'



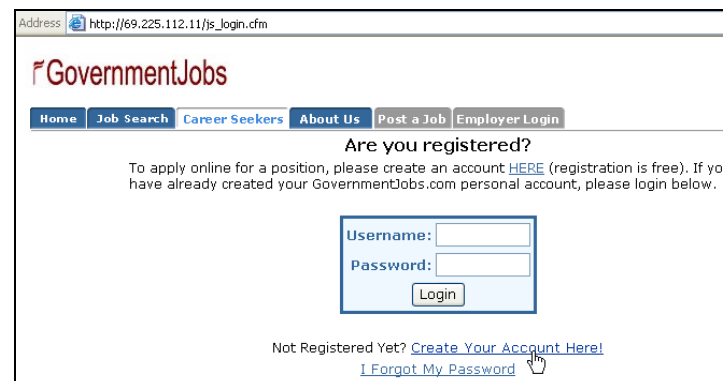
Name	Date Created	Modify
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To Create An Application Before Applying for a Job

- Log in to: www.governmentjobs.com and create an applicant account
 - Click on the 'Career Seekers' link



- Click on 'Create Your Account Here!' **Note:** If you have already created a user account, login using your previously created username and password. **You will not be able to create another applicant account using the same e-mail address.**





- Enter your new account information (you **MUST** remember this information)
 - Write your username and password here: _____/_____
Username Password
3. Proceed by following the screen directions. Save your work on each screen and when you are done, logout.
 4. When you are ready to apply for a City of Lynchburg job, go to Page 1, Step 1 of this manual and proceed from there.